



# MANAGEMENT OPPORTUNITY CITY OF LONG BEACH

“Working Together to Serve”

Posting Date 7/21/2004

## **POLICE RECORDS ADMINISTRATOR** **Police Department**

(Open Only to Current City of Long Beach Employees)

### **THE POSITION**

The Records Administrator reports to the Manager of the Administration Bureau, and is responsible for administering the department's police records activities.

### **EXAMPLE OF DUTIES**

- Responsible for the legal maintenance, control and distribution of all law enforcement records, including paper, electronic and online entries.
- Responsible for imaging project of back files of arrest packages.
- Responsible for departmental records retention schedule.
- Develops and coordinates staffing plans and monitors their implementation based on workload indicators.
- Ensures proper training and development of divisional employees.
- Ensures the division's goals and objectives are attained in a timely, cost-effective manner.
- Plans and controls non-routine production issues.

### **THE ORGANIZATION**

The Police Department has 1,600 employees and a budget of \$150.3 million. The Records Division supports 88 civilian employees with an operating budget of \$5.6 million and is a 24-hour operation. The Records Division is one of four reporting directly to Manager of the Administration Bureau.

### **QUALIFICATIONS**

- Graduation from an accredited university or college with a Bachelor's Degree in Public Administration, Business Administration or a closely related field. Three years of supervisory experience. A Master's Degree in a related field is desirable.
- Excellent oral and written communication skills
- The ideal candidate will be a detail oriented, hands-on manager, capable of adhering to multiple deadlines, while maintaining effective working relationships at all levels of the organization.

### **SALARY**

The salary range for the Police Records Administrator is \$63,940 to \$95,910. Placement is normally below the midpoint (\$79,925) with increases based on a merit plan.

### **SELECTION PROCEDURE**

Submit a letter of interest and resume by **4:30 p.m., Friday, August 6, 2004**. Resumes will be reviewed for depth of experience and related education. The most qualified candidates will be invited to participate in further selection procedures. The successful candidate will be required to successfully complete an extensive background process.

### **SUBMIT RESUME TO:**

Debbie Smith, Administrator, Personnel Division  
Long Beach Police Department  
100 Long Beach Blvd., 8<sup>th</sup> Floor  
Long Beach, CA 90802

This information is available in an alternative format or for accommodations needed in the selection process, please call (562) 570-7120

(The provisions of this bulletin do not constitute an express or implied contract and any announcements contained in this bulletin may be modified or revoked without notice.)

THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED STATES AT THE TIME OF HIRE.